



Library Volunteer Job Description

Job Title:	Shelving Assistant
Work Group:	Customer Services
Contact/ Supervisor:	Maynard Martinez – 650-526-7043
Duties:	Preparing and/or shelving library materials by placing items in alphabetical and numerical order, including books, CDs, DVDs, videotapes, and audiotapes
Qualifications:	Attention to detail. Ability to learn Dewey Decimal System and other systems of library classification.
Time needed:	3-6 hours/week
Training:	Orientation to agency On-the-job training with Supervisor or department staff
Importance of this volunteer job to our organization:	Our Library customers will be able to find the items they need when they are shelved promptly and accurately.